

DRAFT Minutes

MSC Content Management Meeting: March 24, 2016

Montana State Library, Grizzly Conference Room

Members present:

In person: Carly Delsigne (North Jefferson County) , Beth Boyson (Bozeman Public Library), Amy Marchwick (MSC), Jemma Hazen (MSC), Jessie Goodwin (MSC) , Stephan Licitra (State Law Library), Carrie Nelson (Flathead Valley Community College), David Shearer (Billings Public Library), Scott Nordtome (Lewis and Clark Elementary) Lynde Parke (Missoula Public Library), Paulette Parpart (Missoula Public Library), Janice Kalvig (ImagineIt Libraries), Lois Dissly (Bozeman Public Library), Marilyn Trosper (North Lake County Public Library), Laura Tretter (Montana Historical Society)

Via Go-To-Meeting:

Not Present:

1. **Move to approve minutes (09/11/2015) – motion made, passes unanimously**
2. **Quality control based on the new Records Standards Update relating to record standards/vendor supplied records – (Dave Shearer, Billings Public Library)**

- Baker & Taylor final records are 003 tagged which indicates the content is harvested from OCLC records, but, is not a complete OCLC record. The B&T records are oftentimes missing the ISBNs. Janice Kalvig explains the process for B&T pulling records. 035 is missing , yet 035 is required in new standards. Janice will check B&T records to beef the records up.

DECISION: Save records from Baker & Taylor as examples of incomplete records, share with committee via email, update records as needed.

Note: 949 field is the holdings record and is a final record for ImagineIt . Don't erase the 949s under any circumstance.

- Suggestions: Catalogers should continue to update MARC records with Encoding levels (ELvl) A, M, and 8:as described in the MSC cataloging guidelines.

3. **ISBN update and discussion Section 6.7 of Cataloging guidelines covers a lot of ISBN related issues.** Subfield Z in 020 field does not index, so records will not overlay the wrong records.

DECISION: – edit the 4 pages of section 6.7 and make it concise (Dave Shearer, Paulette Parpart, Laura Tretter, Jemma Hazen assigned).

4. **Blue Cloud Cataloging (MSC)** This web based replacement for our current cataloging system does not work for consortia yet. If it was activated for one library, it would be useless because records cannot be brought in. Maybe someday it will replace the cataloging module for small libraries, but not any libraries that use the acquisitions module
5. **Hyperlink Quality and Maintenance (Stephan Licitra)** The Montana State Law Library is doing an inventory of collections. They have been working on it for the last 6 months and want to check the integrity of hyperlinks in records. The MSC ran a report for the law library to identify dead hyperlinks. It reported that in records added in the last two years, 8% of the hyperlinks were dead/ That is a decay rate of 4% per year. The Law Library found that some types of hyperlinks decay more rapidly than others.the number of dead links in the whole catalog is not known. A hyperlink report for individual libraries is not a difficult report for MSC to generate. It can be run on the test server. The libraries most vulnerable are law libraries, and the Montana Historical Society.

DECISION: Form a subcommittee to examine how hyperlinks are used now, how to use them in the future. (Laura Tetter, Carrie Nelson, Stephan Licitra, Jenna Hazen, Beth Boyson assigned.)

6. **SCP's 856 section (Jemma Hazen)** Section 6.11 of the SCP gives guidelines for the usage of URLs. How do we add them in a new record? In a standardized record? Do we need a training? Or a procedure? Adding this field to records needs a document written with subsections of the fields, etc.

DECISION: This item will be revisited, and placed on next CMC meeting's agenda after the Hyperlink subcommittee reports.

Discussion: The Standard Cataloging Procedures (SCP) need constant updating. Previously the appendices for the SCP had grown to the letter T before they were all incorporated into the standard. However, there is still a need for extra guidance. How do we add more information to the standard without making the document too large? How can we update it? Can the MSC SCP be put on a wiki? Or 'Portfolio' which runs through Enterprise?

7. **Assess GMD replacement with 338** – The 338 field displays format in search results in Workflows quite nicely. Unfortunately, sorting of the 338 fields is not available. 007 fields were added to many records and 336, 337 were added. The 007 field edits begins April 1.

250 fields can be used for Blu-Ray. Item Cat 1 is available for Blu-Ray, too.

GMDs will only disappear from OCLC after April 1, 2016. MSC never pulls out GMDs. As maintenance of records is run annually, those GMDs will disappear. The 338 field marks large type and 'regular' type books as volumes. There is no way to differentiate them.

8. **Discuss addition of 33X fields to SCP** – MSC standards say RDA fields are preferred records. Section 6.12 and video for guided entry will be helpful for anyone needing guidance. All fields are added by catalogers when missing as controlled vocabulary.

DECISION: Go to OCLC to download new records when applying these standards.

9. **Tip of the Month (Beth Boyson)** Noone else but Beth has noticed the tips absence.

DECISION: Beth Boyson will harvest the old tips for distribution on MSC discuss as time allows.

10. **Outside Training Discussion** – Tech Services Interest Group will have a demo of OCLC Record Manager at Montana Library Association conference in Missoula, April, 2016.

Jemma Hazen will coordinate NACO training in fiscal year 2016-17. Network Advisory Council might advocate with Montana State Library Commission to come up with \$ for training.

Learning portal is available for great training, 10 minute trainings submitted by CMC members are welcome.

Spring meeting of MSC Thursday, May 5th needs trainers. Dave Shearer has powerpoints available to borrow – how to search, duplicate records, smartport,. Billings and Kalispell will host MSC training in Summer 2016.

11. **Standard Acquisitions procedures:** All the Libraries in MSC are using the acquisitions module different ways.

This messes up the other libraries because in a consortium, on order items disappear, etc. Sirsi is a little clueless about how to address the unique problems a consortium presents. MSC cannot standardize acquisitions until Sirsi Dynix knows how it works.

Centralized acquisitions at MSC is a possible solution. What is the definition of centralized acquisitions? The Tech Services summit will address some of these issues.

12. Jodie Moore of Red Lodge assumes Chair of CMC Committee

Respectfully submitted

Beth Boyson

CMC Member